Scott. II-27—58,604—27-10-47.

Food (1949) Department.

Ms SERIES.

G.O. NO. 547 547	Passed
Dated 2.7.49 2.7.49	Sypdt.

[Despatch Abstract.]

Establishment - Rationing - South Kanara Dt. - Udipi - Rationing office - Addl lower division clerk - Employment - Sanctioned

Food
CM 22103 E/49

22103

BOARD OF REVENUE (CIVIL SUPPLIES)

Abstract:

ESTABLISHMENT - Rationing - South Kanara District - Udipi - Rationing Office - Additional lower division clerk - Sanction - Requested.

Board's Ref.No.67258-F1/49
Dated 3rd June, 1949.

From

K. K. Vijayaraghavan, Esq., I.C.S.,
Commissioner of Civil Supplies.

Sri E. Virabhadra Pillai, B. A.,
Provincial Controller of Food Rationing.

Read: From the Rationing Officer, Udipi, C.No.811/49 B.C., dated 6.5.1949.
From the District Supply Officer, South Kanara, Ref.11613/49 P., dated 20.5.49.

Prior to derationing in 1948, six lower division clerks were working in the Rationing Office, Udipi. But in submitting proposals to the Government for the re-introduction of rationing in the municipality, the Board, in conformity with the staff proposed for other rationed areas with reference to population, recommended the sanction of only five lower division clerks. This staff was sanctioned in G.O.Ms.No.1076, Food, dated 27.11.43. The Rationing Officer, Udipi reported that five lower division clerks were not sufficient and that all the six lower division clerks might be sanctioned. The Board did not then accept the request of the Rationing Officer and he was asked to get on with 5 lower division clerks and that if any difficulty was experienced he might send up proposals for the revival of the post of the sixth lower division clerk.

2. The Rationing Officer has now furnished particulars justifying the employment of an additional lower division clerk in the Rationing Office. The District Supply Officer, South Kanara District has recommended this proposal. A copy of the Rationing Officer's report together with the endorsement of the District Supply Officer is enclosed.

3. The Board after carefully examining the proposals submitted by the Rationing Officer, Udipi agrees with the District Supply Officer and requests that the Government may be pleased to sanction the employment of an additional lower division clerk in the Rationing Office, Udipi upto 31.3.1950 or till the necessity for the employment ceases whichever is earlier.

7.6.49

for Provincial Controller
of Food Rationing.

To: The Secretary to Government, Food Department, Madras.
Copy to the District Supply Officer, South Kanara District.
Pa53649.

6649

Copy of the letter No.C.No.811/49 B.C. dated 5-5-49 from the Rationing Udipi to the Secretary to the Commissioner of Civil Supplies Madras and the District Supply Officer, Mangalore South Kanara.

Sub: ESTABLISHMENT - Rationing Udipi Rationed Area - Inadequate staff - Additional staff - Sanction requested.

Ever since the reintroduction of rationing in this town in November 1948, this office has been working with a staff consisting of 1 Rationing Officer III Grade, one upper division clerk, 5 lower division clerks, 2 enquiry officers, 2 checking officers and three peons whereas the defunct ration office prior to the abolition of rationing in March 1948, had all along a staff of 6 L.D.C's along with the remaining other staff (vide a G.O. No. ... dated 16-10-1947). The retrenchment of the post of one L.D.C. since the reduction of rationing in November 1948 is causing much inconvenience to the efficient running of the office. In order to see to the quick disposal of work the existing staff is overworked and practically every day they have to remain in the office for a considerable length of time outside the office hours. The District Supply Officer, S.K. Had also occasion to remark during his inspection of this office (Vide No. D.S.O's Ref. C.No.9/56-48 dated ...) that the staff is being heavily worked. The Board also, in its ... K-48 dated 14-12-48, has directed me to send up proposal for an additional clerk, if any difficulty is experienced after the introduction of ... due to the retrenchment of one L.D.C. As considerable inconvenience is felt by all the members of the staff to cope with the growing work of the office, I am furnishing below the required particulars of work turned out ... and request that the Board may be pleased to recommend the restoration of the retrenched post of one L.D.C.

Details of work allotted to the clerical staff of this office :

1. Head clerk:- Supervision and control over the entire staff, ... correspondence, establishments, appointments and leave etc. pay bills, ... contingent bills, cash accounts and all other correspondence relating to pay and allowances and buildings etc., stock Register of furniture, ... ing Advisory Committee and the maintenance of the connected registers, periodicals etc. The subject work allotted to the headclerk will not ... expense of proper supervision and control over the staff which consists temporary outsiders who require to be supervised and controlled ... unlike regular Govt. servants selected by the Madras Public Service Commission.

2. LOWER DIVISION CLERKS: A 1 Statistics i.e., posting of F. & G. returns of establishments, Authorised Retail dealers and bakeries, and ... statements relating to Statistics offences - on an average 50 to 60 reports are registered per month and the work involved is a laborious process. Besides this, the clerk is attending to most of the fair copies of his section. The clerk is maintaining Personal Register, ... Register and office Register etc. relating to the section.

A-2: Work relating to establishment, authorised retail dealers, bakeries and wholesalers. There are about 150 establishments (out of which are major and the rest minor), 9 A.R.D's, 3 bakeries and one wholesaler. All correspondence relating to the above, passing of their licences, of ration authorities, checking of F. & G. Returns, posting of ... and comparing of delivery notes and vadasas etc. with the R. Returns, maintenance of all the registers (in Form X, Form XVI, XVII, etc. ... of and filing of checking Inspectors' inspection reports on establishments, A.R.D's and bakeries and A No. files and filing of the disposed of ... in the concerned A.No. files etc. are all attended to in this section. The clerk is also maintaining a personal register and periodical ... relating to the section. Most of the fair copies of the section are also attended to by the clerk.

A-3: All applications from F. to J. of about 4,500 householders ... rationed area and all other correspondence relating to householders ... dealt with in this section. On an average about 1,000 applications ... been received and disposed of per month in this section whereas ... scribed average number of applications to be dealt with by one ... only 500. Hence, practically, one clerk is being allotted the clerks' work.

the number of application received in this section is increased [illegible] to [illegible] to [illegible] in this section it will be the clerk.

A4: All work relating to procurement of stocks with cultivators and about 450 landlords (stockists), are dealt with in this section. Three crops are now raised in this ration area. The clerk is to maintain the registers in forms XXIII, XXIV, XXV and XXVII issue of harvest permits, serve the notices, import and export permits, and entries in the requisite registers. All these will occur in the number of units on the card, in cases of cultivators and stockists for non-grant of ration and for grant of ration later on when the stocks are exhausted in the course of the year. There is more than enough work throughout the year in this section to the following details:-

The cultivation work is this is done at the beginning of the monsoon. The clerk concerned will have to open fresh register in form XXIII after obtaining necessary particulars from the village officials concerned and verify their correctness. From June to the middle of August this work will be attended to by the clerk. Though there is not much work in this portion of the year one clerk will have enough work to do as he will be busy making endorsement on the cards of cultivators and landlords, most of whom exhaust their stocks and ask for permission to draw rations from the stores. The endorsements will have to be made after careful calculation of their requirements with reference to the stocks and changes involved in the number of units of their cards in the course of the year. From the middle of August to May of succeeding years this section will have very tight work of receiving harvest applications, issuing harvest permits, receiving declarations of yields, issue of surplus notices after calculating the requirements of individual cultivator and his land lord etc. issue of import and export permits to landlords and making of necessary entries in the connected registers in form XXIV, XXV & XXVII. The difficulty and enormity of this work is more experienced than represented easily. Without the assistance of one more clerk in this section during the period from September to March it will be impossible to get on successfully and efficiently in the section and if the maximum procurement is to be done without the least delay lest the stocks should go underground due to delay in the issue of surplus notices etc.

The clerk is maintaining a personal register and periodical statement, stock file etc.

A-5) Records, death extracts. Fair copy and despatch forms and registers, stationery and sale of saleable forms:- The R.R. forms of 4500 householders with the connected form IV registers, filing of applications in the R.R. forms making arrangements for the shock drivers car and taking action in defects noticed in shock raids, issue of R.R. forms to enquiry officers daily for overcheck, etc. review on the work of enquiry officers, maintaining of stock registers of forms and registers and stationery with the stocks, sale of saleable forms etc. are all being dealt with in this connection. The clerk is maintining a personal register, periodical statements and stock file relating to his section. There are considerable fair copies to be done by this section in spite of his being relieved of the minor fair copying which is being attended to, by the section clerks themselves. There is more than enough work in this section also.

As regards the two enquiry officers, I submit that though the number of householders is only about 4,500 in this rationed area much difficulty and inconvenience are felt by them in disposing of the applications sent for enquiry on account of the vast area of about 10 square miles in which the houses are scattered far and wide with intervening fields and waste lands. Very often the paths leading to some of the houses are inaccessible to vehicular traffic and hence the enquiry officers have to cover the distance walking thereby necessarily wasting much of their precious time in tracing out the inaccessible houses unlike those in cities like Madras where houses are in a compact block. Hence the services of the enquiry officers are practically not available to cause enquiries in connection with procurement work, and hence two additional enquiry officers are at least required

exclusively

exclusively for procurement work during the months from September to March every year.

B | I, therefore, request that in order to relieve the overworked clerical staff of this office, the post of one L.D.C. retrenched at the time of re-introduction of rationing in this area may be restored immediately and incorporated with the regular staff lest the work in this office deteriorate due to continuous over-working of the existing staff. Besides the above one L.D.C. post, another one L.D.C's post may be sanctioned to assist the procurement work (A4) along with two additional enquiry officers during the months from September to March when the procurement work is heaviest and cannot be dealt with, with the existing regular staff. The Government were sanctioning such additional staff during the previous years also considering the above facts (Vide G.O. 756 dated 10-9-1946, G.O. MS.27 dated 8-1-47 and G.O. MS.1013 dated 11-9-1947 etc.) The period of retention of the existing staff expires on 30-3-1949. Proposals for retention of the existing staff beyond 30-3-1949 have been separately submitted to the District Supply officer in this office Ref. C.No.804 49 HC dated 5-4-1949.

C | Very early orders are solicited.

(TRUE COPY).

Superintendent
G
Clerk

Copy of Ref.11613/49-P dated 19/5 from the District Supply Officer, South Kanara.

Submitted.

D | 2. I am fully satisfied that the Office of the Rationing Officer, Udipi is overworked and its staff requires strengthening. The additional staff now applied for by the Rationing Officer, is the barest minimum needed to secure normal efficiency in the working of the Rationing Scheme. I request that the Board may be pleased to move the Government for the sanction of the additional staff as prayed by the Rationing Officer.

Sd/-
District Supply Officer.
19/5

/True Copy/ C. A. Daniel
Superintendent
G
Clerk

Food
CTO 22/035/49

C.F. 16.

Done 10 27/7/49

DRAFT FOR APPROVAL.

	Date.	Initials.
When received for fair copying ..	27/7/49	typed by
When copied		KVR
When examined	2/8/49	EWR FXD
When signed ..		2/8/49
When despatched.		

SUBJECT:— Establishments - Rationing - South Kanara Dt - Udipi - Rationing Office - Addl. lower division clerk — Sanctioned.

READ AGAIN 1) G.O.Ms 1076 Food dated 27:11:48 19..

„ „ 2) G.O.Ms 187 Food „ 21.2.49 19..

READ *ALSO*:—

No. ..... From the Board of Rev(s) mp, No 67258/K1/49 dated 3-6-1949

„ ..... „ ..... „ ..... „ ..... 19..

„ ..... „ ..... „ ..... „ ..... 19..

Order ~~Resolution~~ Ms. No. 547, dated 62/7/1949

In the circumstances reported by the Bd of Rev(s) in its reference read above, H.E. the Governor of Madras sanctions, from the date of appointment to 31-3-1950 or till the necessity for employment ceases, whichever is earlier, of an additional lower division clerk on Rs 45-90 p.m. in the Rationing Office, Udipi, South Kanara Dt, to cope with the increase in the work relating to the rationing of foodgrains.

2 The Expenditure should be debited to "63 Extraordinary charges A - Charges in India - D. Civil - Price Control - I. Bd of Revenue (Civil) - 2: Pay of Establt."

To
The Bd of Rev (s)
~~Dy~~ (Accts Branch)
A.G. Madras for Secy
Collector of South Kanara
P.S. to H.P.
4 Spare.

dpd 4/8/49

13/6/49 18649

I.S.E.

ASII

Food
E

The References from the Bd. of Rev(cs) at p 1 cf and the enclosures thereto at pp 3-5 cf may be perused.

The proposal* of the Board of Rev(cs) * p.a. p 1 cf is to sanction an addl. lower div. clerk in the Rationing Office, Udipi, South Kanara Dt to cope with increase of work in Prior to declassifying there were six lower division clerks employed in that office. Both the Board of Rev(cs) had recommended the employment of only five l.d clerks for that office when rationing was entrusted to it and directed the Rationing Office to submit proposals for the 6th clerk, later if necessary reintroduced. The report of the Rationing Office, Udipi at pp 3-5 cf sets out the justification for the need for the sixth clerk now asked for. The Bd of D.S.O. S. Kanara has recommended** the employment of the 6th Clerk. The Bd. of Rev(cs) agrees with the recommendation of the D.S.O and has proposed that the addl. l.d clerk may be employed till 31-3-50. In the circumstances* reported the proposal* of the Bd. may be accepted.

Subject to orders a draft order is submitted overleaf.

Finance may kindly see for acceptance.

14/6/49

(S. Rao)

14/6

Finance (E II) Deptt

The draft order on p 1 above may be accepted. It is

* p 1-5 cf
** Dem p 5 cf
*** p 1 cf
† Dem p 1 cf

Ex Supply

Fin Dem 22103 E/49

16 JUN 1949

39789

13/6/49

Memo dated 17.6.49, Food, D/ 21.2.49 at (T)

A | presumed that the staff sanctioned for the Rationing office, Udipi is continued upto 31.3.1950.

17/6/49 17.6.49

2016 Mg
Food

Food
Fin W.D. 39789 Etl 149.1
20.6.49

ADDITIONAL ASSISTANT SECRETARY 21 JUN 1949 2347 FOOD DEPARTMENT

ASII

Fin
E

Notes of Fin above may be perused.

The assumption of Fin at 'A' above is correct. (The retention of staff in the Kanara area on the present scale till 31-3-50 is separately under consideration in ~~separate~~ file CW 22683 E/49 on this file being a matter which has been accepted by the Govt.) The draft order at P1 above may issue. For orders.

21/6/49 21/6/49

May issue
26.6.49

Sec 27/7/49

Issued as G.O.Ms 567 dt 2.7.49